

Recognizing Substitute Teachers

SUBWEEK Timeline for Activities

The success of your district/school's *SubWeek* relies heavily on thorough, advanced planning. The School Study Council of Ohio (SSCO) Ohio Center for Substitute Teachers (OCST) has a sample press release, as well as in-school activities to generate interest and publicity in your district. Following is a suggested timeline for these activities.

March prior to *SubWeek*:

- Review lists of activities and identify the most effective for district/school.
- Identify at least one activity for each day during the week.
- Begin to make assignments and delegate responsibilities with other staff/faculty/parents.

Mid-April:

- Begin to create and display posters, banners, and fliers to promote the week.
- Fax Press Release to local education reporters about your plans for the upcoming SubWeek.
- Mail Letter to the Editor to local newspapers.
- Send PSA's (30-second and/or 60-second reader) to community events director at local radio stations.

Immediately following *SubWeek*:

- Send a brief description of what your district or school did and send it to SSCO via email subteacher@ssco.org. Ideas will be reviewed and the "best practices" will be featured on the SSCO website: www.scco.org/ocst for future use.

Feel free to contact OCST at (888) 868-1415.